Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and **two weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 9/13/22

Field Trip Information

Applicant Name: Lynn Goodwin	**Method of Transportation:** Bus
School: ~~Choose School~~ WJJMS	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): 8th Grade Chorus + Band	**Number of Students:** 50
Date(s) of Trip: April 19, 2023	**Number of Day(s) of Trip:** 1
Event: Broadway musical + lunch in NYC	
Destination: New York	**Phone Number:** 860-877-7806
Address (for each destination): 222 West 51st St. NY	**State:** NY
Time of Departure From School: 7:00 AM **Time of Arrival Back at School:** 8:30 pm	**Special Clothing and/or Equipment Required:**

Student Cost Information

***Cost to Student:** $ 150.00	**Suggested Student Pocket Money:** $ 10.00

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Lynn Goodwin	**Cell Phone:** 860-334-6211
2. **Name:** Keith Morrissette	**Cell Phone:** 860-303-7777

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

There will be 5 teacher/para professional chaperones on this trip.

Administrator Signatures

Applicant Signature Lynn Goodwin

Administrator's Signature ☑ Recommended ☐ Not Recommended

Superintendent's Signature ☑ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date:	☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): Broadway at Hard Rock Cafe NYC

Reference Check: Visited site on: _____ *or* Spoke with: Josh Doyon Silver Mill

Name: Lynn Goodwin **Grade/Group:** 8th Chorus + Band
(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☑ Yes ☐ No
- **Curriculum Unit(s):** Units 1, 2 and 7
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):
  Pr4.2.E.8a Pr6.1.E.11a Cn10.0.E.8a Cn11.0.E.8a
  Pr4.3.E.11a Pr6.1.E.11b Re7.1.E.8a
  Pr5.1.E.11a Re8.1.E.5a Re7.2.E.8a
- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):
  Students in choir will be performing excepts from the musical Wicked. They will read a history of the musical + complete a written assessment after seeing the live performance. They will then choose to implement what they learned into their own performance. Students in band will complete a similar assessement of the pit orchestra.

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
4/19 7:00 AM	WJJMS	driving to NY
11:00 AM	lunch at Hard Rock	lunch
2:00 pm	Wicked at Gershwin	Broadway show
7:00 pm	rest stop Darien, CT	dinner
8:30 pm	WJJMS	arrive at school

Approvals:

_____ _____ ☐ Approved ☐ Denied
Department Chair (High School Only) Date

_____ 9/14/22 ☑ Approved ☐ Denied
Principal Date

_____ _____ ☐ Approved ☐ Denied
Director of Teaching and Learning Date

Field Trip Cost Form

Date(s) of Trip: 4/19/2023

Event: Broadway Field Trip

M&J Bus(es) ONLY

Number of Students:

Estimated Hours for trip:
(Add 1 hour pre/post trip)

Number of Buses:

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		
Miscellaneous Fees per student:		
Total admission and miscellaneous fees:		
Cost of Bus		
Total Field Trip ***Cost per Student:**		

Coach Buses

Additional Costs:

Number of Substitute Teachers	1
Rate per Day	
Special Education costs	
Cost Associated if Nursing Required	
Total ***Cost to District:**	1 Sub
Total ***Cost of Trip:**	

Alternate funding for trip provided by:

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21